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21 January 1953

MEMORANDUM FOR: Chief, Plans and Programs Staff

SUBJECT: Weekly Activity Report #3
14-20 January 1953

I. NEW ACTIVITIES

1. Office of the Acting Chief, Assessment and Evaluation

a. Preparation is being made for a trip [] by the Chief, Training Evaluation Branch, the Chief, Research and Validation Branch, and the Acting Chief, Assessment and Evaluation, for conferences with Chief Instructors [] concerning Training Evaluations for OC and other courses now being conducted there.

2. Assessment Branch

a. Assessment cases scheduled	10
b. Assessments performed	9
c. Cases written	6
d. Cases outstanding	15
e. Professional trainee tests reported and recorded	2
f. Language tests administered	1

II. OLD ACTIVITIES

1. Office of the Acting Chief, Assessment and Evaluation

a. Work is continuing on the preparation of a memorandum relative to Training Evaluations. A policy statement has been drawn up, but responsibilities and procedures are delayed pending further discussions with interested people.

2. Training Evaluation Branch

a. Work is continuing on the breakdown of grades of the past ten BOC and OC classes. Figures have been compiled and these figures are now being arranged in percentage form.

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b. Work is continuing on the re-designing of a system of recording Training Evaluations on IBM cards. A sample run is being prepared for presentation to [] next week.

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c. In collaboration with the Research and Validation Branch, a battery of tests was administered to 81 students scheduled to enter the next OC. These tests have been machine-scored (IBM) and an item analysis of the tests is being made.

3. Research and Validation Branch

a. Project No. 7, Validation of a Pre-Training Test Battery: The major activity of the past week has been the scoring and other preliminary processing of the tests administered to students in BOC 47 on January 12 and to OC 41 on January 16.

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Acting Chief
Assessment and Evaluation Staff

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